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Approved For Release 2002/06/26 : CIA-RDP78-03985A000700030076-5

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, Logistics Office  
ATTN : Personnel Officer  
FROM : Chief, Transportation Division

DATE: Nov 12 1953

SUBJECT: Personnel Administration

REF : P&amp;SO Notice No. 11-53, dated 19 February 1953, subject, "Personnel Administration".

1. Reference notice states that the Personnel Office, Administrative Staff, Logistics Office, is responsible for all matters pertaining to or affecting personnel administration for this office.

2. It is understood that [ ] is on duty in the Personnel Office, Logistics Office, and is slotted against a Transportation Division position which has been or will be abolished in the near future. Moreover, it is also understood that she is a Clerk and is not qualified as a Typist. Therefore, a person with her qualifications is not now needed in the Transportation Division in view of the ceiling of [ ] civilians which has been imposed.

25X1A

25X9

3. In view of the above, it is recommended that prompt action be taken whereby the records will reflect that [ ] is not charged against the Transportation Division.

25X1A

25X1A

LO/TD/HDB:ns  
(10 Nov. 53)

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